



Solano Community College
Operating Engineers Performance Evaluation
(Reference Article 6 of the Collective Bargaining Agreement)

Performance Evaluations: The immediate supervisor shall evaluate the employee by means of a performance evaluation. The following schedule shall be followed for the completion of the performance evaluation.

1. Probationary employees shall be evaluated once between the 6th and 10th month of service prior to earning permanent status.
2. Permanent employees shall be evaluated annually for the second (2nd) and third (3rd) years; thereafter every two years 5th, 7th, etc.)
3. Employees may be evaluated more frequently if their performance is less than satisfactory.
4. Upon request by the employee, the next higher level of supervisor shall make an evaluation.
5. Probationary employees promoted to a higher classification shall be in a probationary status not to exceed twelve (12) months to include the time served in the previous assignment. Such employees shall be evaluated at least once prior to earning permanent status.
6. A permanent employee who is promoted to a higher classification shall be on conditional status in the classification for a period not to exceed six (6) months. Such employees shall be evaluated at least once prior to the end of the conditional status period.

Performance Evaluation Procedures:

1. The evaluation shall be completed on forms prescribed by the District.
2. Upon completing the performance evaluation, the manager shall present it to the employee and discuss it with him/her.
3. The employee shall sign the evaluation to indicate his/her receipt and shall retain a signed copy. The original copy shall be forwarded to the Human Resources Department for filing in the employee's personnel file.
4. The employee shall have the right to respond to any statement made in the evaluation.
5. Any less than satisfactory evaluation shall include specific recommendations for improvement. A follow-up evaluation shall be conducted within 60 days.

SOLANO COMMUNITY COLLEGE DISTRICT
 Operating Engineers Performance Evaluation

Name of Employee: _____

Job Title: _____ Department: _____

Evaluation

Period: From: _____ to: _____ Follow-up evaluation: _____

- Probationary { between 6th and 10th month }
 Permanent: 2nd year 3rd year 5th year 7th year every 2 yrs there after

Directions: Review and respond to the following evaluation factors, making specific comments in each category. Rating Scale for Performance Level:

1. Outstanding: Superior performance; significantly exceeds job expectations
2. Above Average: Consistently well above what is expected.
3. Satisfactory: Meets the requirements of the job.
4. Improvement needed; not up to required standards of the job.
5. Performance unacceptable.

Performance Level		Supporting Observations
<p>Job/Technical Knowledge: Understanding of job objectives, duties, and responsibilities; proficiency in application of methods, techniques, tasks, machines, equipment, materials, etc. to accomplish work.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
<p>Productivity: Quality of work: Employee sets work standards and consistently achieves high quality results that relate to accuracy, neatness, thoroughness, etc.</p> <p>Quantity of work: Acceptable work is produced in relation to reasonable expectations, availability of adequate resources, etc.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <hr style="width: 100%;"/> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
<p>Interpersonal Skills: Ability and willingness to work with students, faculty, staff, visitors, users of services, and the general public.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
<p>Dependability: Follows instructions and fulfills responsibilities, such as: completing assignments, making deadlines, etc.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
<p>Critical Thinking/Decision Making: Analyzes facts and situations before initiating action and problem solving.</p>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Attitude and Cooperation: Enthusiastic, courteous, adaptable, flexible, and exhibits spirit of cooperation in the work environment.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Communication Skills: As related to clarity, appropriateness, effect, etc.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Punctuality and Attendance:	<input type="checkbox"/> 3 <input type="checkbox"/> 4	

Employee Comments:

Follow-up instructions:

1. Any ratings in the 4 and 5 category must include written recommendations for improvement and thereto attached to the evaluation. A follow-up evaluation must be completed within a specific period of time as determined by the manager in consultation with the employee, but no later than 60 calendar days.

Date of Follow-up Evaluation: _____

2. Any additional written comments attached to the performance evaluation must be signed and dated by the supervisor and the employee.
3. Employee's signature is required; however, signing this evaluation does not necessarily indicate that the employee agrees with the rating, but only that the evaluation was reviewed and discussed between the employee and the supervisor. The employee has a right to file a written response to be attached to the evaluation which will be placed in the personnel file located in the Personnel Office.

Signature of Supervisor

Signature of Employee

Date: _____

Date: _____

Distribution: Original to Human Resources; Copy to supervisor; Copy to employee.